

PHI BETA DELTA

Honor Society for International Scholars

### POLICIES AND RULES OF PROCEDURE FOR CHARTERING CHAPTERS

(last updated 06/24/11)

## **Minimum Qualifications:**

A. The institution initiating a petition to be a chartered chapter must be one that:

- 1. offers at least a baccalaureate degree
- 2. holds regional accreditation
- 3. has faculty members who are formally engaged in juried or refereed scholarly creative activity of international scope (as evidenced in resumes or other documentation) and
- 4. demonstrates a regard for and commitment to the provision of:
  - programs and services for international (visa) students, and scholars on campus
  - study abroad programs, and
  - international faculty exchanges
- B. A petition for the chartering of a chapter must be submitted to the Executive Office of Phi Beta Delta and must include:
  - 1. an official application form
  - 2. a letter of interest and intent indicating institutional adherence to the above four criteria for minimum qualifications
  - 3. full payment of non-refundable petitioning fee (\$100.00)
  - 4. supporting documentation on the services for international students and study abroad programs offered by the institution; and
  - 5. a letter of support from the President/Chancellor (or designee) of the institution indicating support of the petition and the establishment of a chapter
- C. If the Board of Directors approves the petition, the institution will be notified, and the payment of Chartering (\$200.00) and Authorization Fees (\$50.00) will become due. The Chartering and Authorization Fees (\$250.00) must be paid in order for chapter designation to be granted. The Board of Directors may ask an institution to submit additional information after reviewing and before a final decision is made. Upon denial an institution may submit a new petition no sooner than twelve months after denial of the first petition. The decision of the Board of Directors is final.

OB BASIS	PHI BETA DELTA Honor Society for International Scholars PETITION FORM FOR THE CHARTERING OF CHAPTERS			
Please Type		Date://		
Institution:				
Person Completing Form:				
,	Title:			
Add	lress:			
Pl	none: ( )			

[ ] M.A. [ ] Ph.D. [ ] Other \_\_\_\_\_

\_\_\_\_\_

Institution is Accredited By:

**Degrees Offered**: []B.S. []B.A. []M.S.

# **Director of International Programs:**

Name:	Honorific First	Last
Title:		
Phone:	( )	
E-mail:		

## **Director/Coordinator of International Student Office:**

Name:	Honorific First	Last
Title:		
Phone:	( )	
E-mail:		

# Director/Coordinator for Study Abroad Office:

Name:	Honorific First	Last
Title:		
Phone:	( )	
E-mail:		

Number of students studying abroad:	
Number of internetional (vice) students	
Number of international (visa) students:	
Number of international scholars:	
Number of international faculty on campus:	
Total institution enrollment:	

#### List names of at least two (2) faculty members at your institution who have demonstrated achievement in international areas (research, study, teaching, writing, and/or leadership) and who support this petition:

	Name:	Title:	Department:
1.			
2.			
3.			
4.			

#### **President/Chancellor of Institution:**

Name:			
Address:			
_			
-			

# Please enclose any supporting documentation concerning your institution's services for foreign students, study abroad programs, or other international endeavors.

- [ ] Enclosed is our Letter of Interest
- [ ] Enclosed is supporting documentation of our involvement in international education
- [ ] Enclosed is a letter of support from our President (or designee )
- [ ] Enclosed is our petition fee of \$100.00

Name:				
	Honorific First		Last	
Title:				
Address:				
Phone:				
Fax:				
<b></b>				
E-mail:				
Signed:		Da	nte:	

If our petition is approved, our proposed chapter coordinator will be:

Please, **make check payable to Phi Beta Delta**, and submit this Petition Form, all supporting documentation and fee to:

Dr. Rueyling Chuang Executive Director & CEO Phi Beta Delta Administration Building Rooms 148 & 150 5500 University Parkway California State University, San Bernardino San Bernardino, CA 92407 Phone: (909) 537-3250 Fax: (909) 537-7458

rchuang@csusb.edu